



J-1 Exchange Visitor Orientation

for Scientists, Scholars and other HEP Professionals

Fermi Research Alliance, LLC
Fermi National Accelerator Laboratory



Please Read This Entire Presentation

- This presentation provides important information you **MUST** know to be able to visit Fermilab as a J-1 Exchange Visitor:
 - The procedure by which the Visa Office will collect information and documents from you
 - The time and process involved in the Visa Office completing the legal process required for us to issue the “DS-2019” to you
 - The process involved in obtaining your visa stamp from a U.S. Consulate
 - Other information that you must know, by law, about:
 - J-1 visas and your J-1 visit to the U.S.
 - The sponsor of your visa stamp, and
 - Whether you can visit Fermilab again, after this visit has ended.



Please Read This Entire Presentation

- **You must confirm that you have read and understood this entire presentation before we may issue your visa paperwork.**
- If you have questions about anything discussed , contact visaoffice@fnal.gov.
- During your stay in the U.S., you will need to know the information in this presentation to be able to know:
 - What you should do upon arrival, and
 - What you may do if you want to visit Fermilab again.Both of these tasks are YOUR responsibility. The Visa Office is here to assist.



Topics

1. Your J-1 Sponsor: Fermi Research Alliance, LLC (FRA)
2. An Explanation of FRA's J-1 Exchange Visitor Program at Fermilab
3. Background Information About US Visas You Must Know
4. How the Fermilab Visa Office will Process your Paperwork
 - Data-Collection and our Internal Administrative Process
 - Required Medical Insurance
 - The Paperwork You Will be Issued
 - The DS-2019 Form
 - How We Will Send You the Final Approved Visa Documents
 - Applying For Your Visa Stamp
 - Entering the United States



Topics

5. Maintaining your Status (“Staying Legal”)
6. Traveling Outside the US
7. Visiting Fermilab Again
 - Return Residence Requirement (212(e))
 - Repeat Participation Rule
8. Invitations to Visit other US Institutions and Reimbursement of Travel Expenses
9. Helpful Information



Fermi Research Alliance, LLC

Scientists, scholars and other HEP professionals visiting Fermilab are sponsored for J-1 visas by the **Fermi Research Alliance, LLC (FRA)**.

The Fermi National Accelerator Laboratory (Fermilab) is a **place**, not an organization.

Fermilab is one of the world's leading High Energy Physics research facilities. Fermilab (the equipment and grounds) are owned by the U.S. Department of Energy (DoE).

FRA manages and operates Fermilab under contract with the U.S. Department of Energy ("DOE"). Fermilab is home to 1,800 fulltime employees (employed by FRA). It is visited by roughly 1,000 visitors from around the United States and the world each year, and hosts another roughly 1,000 researchers on our computing infrastructure. FRA's J-1 Exchange Visitor program enables scientists, researchers and other scholars from around the world to participate in our research endeavors, while gaining a better understanding of U.S. scientific endeavors, culture and diversity.



FRA is a partnership between the Universities Research Association, Inc. (URA) and the University of Chicago.

FY2013



FRA's J-1 Exchange Visitor Programs for Scientists, Scholars and other HEP Professionals

FRA has 3 J-1 “Programs” available to scientists, scholars and other HEP professionals (collectively, the “EVP Participants”) at Fermilab:

1. Short-term Scholars are professors, research scholars, or persons with similar education or accomplishments, who primarily lecture, observe, consult, train, or demonstrate special skills. The maximum program duration is 6 months.
2. Specialists are experts in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills. The maximum program duration is 1 year.
3. Research Scholars primarily conduct research, observe, or consult in connection with a research project or experiment. They may also teach or lecture, upon approval from the Visa Office. The maximum program duration is 5 years.



FRA's J-1 Exchange Visitor Program

FRA's Responsible Officer is:

Amanda Thompson (Petersen), International Services Manager
International Services, Wilson Hall, 1 West, Fermilab, Batavia, IL 60510
1-630-840-4203 visaooffice@fnal.gov

FRA's Alternate Responsible Officer is:

Samantha Poeppelman, International Services Administrator
International Services, Wilson Hall, 1 West, Fermilab, Batavia, IL 60510
1-630-840-3933 sepoep2@fnal.gov



FRA's J-1 Exchange Visitor Program

Additional Staff who may assist you include:

Chenghwei Liu, Administrative Assistant I

International Services, Wilson Hall, 1 West, Fermilab, Batavia, IL 60510

1-630-840-2856 liuch@fnal.gov

Kappatolia Sherman or Barbara J. Book, International Services Assistants

Users Office, International Services, Wilson Hall, 1 West, Fermilab, Batavia, IL 60510

1-630-840-3811 / 3111 usersoffice@fnal.gov



Terms You Should Know

Department of State (DOS): The U.S. government agency that operates U.S. Embassies and Consulates worldwide. It is responsible for issuing visas. It also grants companies, such as FRA, the permission to “sponsor” foreign nationals for J-1 status.

Customs and Border Protection (CBP): The U.S. government agency that interviews foreign nationals seeking admission to the U.S., either before you enter the U.S. (such as in the airport before departure) or after arrival here.

SEVIS: The Student and Exchange Visitor Information System (“SEVIS”) is an Internet-based system that maintains information on certain visitors to the U.S. (F, M, and J visa status holders). SEVIS is accessed by the DOS and its Consulates, the U.S. Department of Homeland Security and CBP, other government agencies, and J-1 program sponsors.



Your DS-2019

DS-2019: _____
 “Certificate of Eligibility for Exchange Visitor (J-1) Status.”

Issued by FRA to upon acceptance into our J-1 program.

This government form must be presented to the U.S. Consulate during the visa application.

Program Dates (Box 3)

You may enter the U.S. up to 30 days before the program “start” date.

Your permission to engage in research ends on the program “end” date.

But you may legally remain in the U.S. for up to 30 days more, to sightsee (see more of America).

U.S. Department of State
 CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO. 1485-0119
 EXPIRES: 06-30-2008
 ESTIMATED BURDEN TIME: 45 min
 *See Page 2

1. Family Name: _____ First Name: _____ Middle Name: _____ Gender: **MALE**

Date of Birth (mm-dd-yyyy): _____ City of Birth: _____ Country of Birth: **GERMANY** Citizenship Country Code: **GM** Citizenship Country: **GERMANY**

Legal Permanent Residence Country Code: **GERMANY** Legal Permanent Residence Country: **GERMANY** Postbox Code: **335** Postbox: **IMTUT/CORP. PROFESS. NAT./SCIEN.**

U.S. Address: **Pine Street and Kirk Road
 PO Box 500
 Batavia, IL 60510-0500**

2. Program Sponsor: _____ Exchange Visitor Program Number: _____

Participating Program Officer Designation: **RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST**

Purpose of this form: **Begin new program; accompanied by number (0) of immediate family members.**

From (mm-dd-yyyy): **07-03-2006** To (mm-dd-yyyy): **07-02-2007**

4. Exchange Visitor Category: **RESEARCH SCHOLAR** Subject Field Code: **40.0804** Subject Field Code Remarks: **High Energy Physics, Elementary Particles**

5. Estimated financial support (U.S. \$) to be provided to the exchange visitor by: _____

6. U.S. DEPARTMENT OF STATE (ENLISE OR CERTIFICATION BY RESPONSIBLE OFFICER) (SEE INSTRUCTIONS) COPY OF THIS FORM MAY BE RETURNED TO THE U.S. DEPARTMENT OF STATE (ENLISE APPROVAL)

7. Jean Boutchard Alternate Responsible Officer
 Title: _____
 Address of Responsible Officer or Alternate Responsible Officer: **2111 19th St., N.W., Suite 400
 Washington, DC 20036**
 Telephone Number: **202-293-1382**
 Date (mm-dd-yyyy): **05-09-2006**

8. Statement of Responsible Officer for Issuing Sponsor (FOR TRANSFER OF PROGRAM)
 Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ to the program specified in Item 3 is temporary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1962, as amended.

Signature of Responsible Officer or Alternate Responsible Officer: _____ Date (mm-dd-yyyy) of Signature: _____

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 10 of page 2).

The Exchange Visitor in the above program:
☐ Not subject to the two-year residence requirement.
☐ Subject to two-year residence requirement based on:
 A. ☐ Government financing and/or
 B. ☐ The Exchange Visitor Skills List and/or
 C. ☐ PL 94-484 as amended

ALL EXCHANGE PARTICIPANTS (J-1 AND ALL ALLEYS) POTENTIALLY SPONSORED BY P-4-4111 ARE SUBJECT TO THE TWO-YEAR RESIDENCE REQUIREMENT.

Signature of Responsible Officer or Alternate Responsible Officer: **Michael J. Greer
 Vice-Consul**
 Date (mm-dd-yyyy): **03 JUN 2006**

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (a)

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.

Signature of Applicant: _____ Date (mm-dd-yyyy): **05/10/06**


Your DS-2019

~~Your SEVIS number~~

Your J-1 Sponsor

Your J-1 Sponsor's "Program Number"

The type of J-1 visa that you will hold

U.S. Department of State				ONE APPROVAL NO 1405 01 98	
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS				EXPIRES 04-30-2008	
1. Family Name		First Name	Middle Name	Last Name	
Date of Birth (dd-mm-yyyy)		City of Birth	Country of Birth	Citizenship Country Code	Citizenship Country
Villingen-Schwenningen		Germany	Germany	GM	GERMANY
Legal Permanent Resident Country Code		Legal Permanent Resident Country	Passport Code	Profession	
GM		GERMANY	335	INTELL/CORP PROFESS/MAN/SCIENT	
U.S. Address: Pine Street and Kirk Road St. Louis Harrisville, IL 60510-0500					
7. Program Sponsor:			Exchange Visitor Program Number:		
Research Scholar, Junior Year Scholar, Specialist					
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.					
8. From When Period:		Exchange Visitor Category:		Reason for Extension:	
From (mm-dd-yyyy) to (mm-dd-yyyy)		RESEARCH SCHOLAR		High Energy Physics, Elementary Particles	
07-02-2007		40.0000			
9. During the period covered by this form, the total estimated financial support (U.S. \$) to be provided to the exchange visitor by:					
University of Freiburg (Germany) = \$35,000.00					
Total = \$35,000.00					
4. U.S. DEPARTMENT OF STATE (LHS) OR CERTIFICATION BY RESPONSIBLE OFFICER OF STATE (RHS) (INCLUDE DATE AND SIGNATURE)			Alternate Responsible Officer		
 <p>JUL 02 2006 STATE USA</p>			<p>John Boutchard</p> <p>State of Official Preparing From 1313 19th St., N.W., Suite 400 Washington, DC 20036</p> <p>Address of Responsible Officer or Alternate Responsible Officer John Boutchard</p> <p>Signature of Responsible Officer or Alternate Responsible Officer</p>		
6. Statement of Responsible Officer for Reliance System (FOR TRANSFER OF PROGRAM)			Signature of Responsible Officer or Alternate Responsible Officer		
Effective date (mm-dd-yyyy):			Termination of the exchange visitor from program number:		
to the program specified in Item 3 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer			Date (mm-dd-yyyy) of Signature		
<p>PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 21(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (See Item 1(a) of page 2).</p> <p>The Exchange Visitor is on the above program:</p> <p><input checked="" type="checkbox"/> Not subject to the two-year residence requirement.</p> <p><input type="checkbox"/> Subject to the two-year residence requirement based on:</p> <p>A. <input type="checkbox"/> Government financing under</p> <p>B. <input type="checkbox"/> The Exchange Visitor Skills List under</p> <p>C. <input type="checkbox"/> PL 94-484 as amended</p> <p>Michael J. Greer Vice-Consul</p> <p>09 JUN 2007</p>			<p>TRAVEL VALIDATION BY RESPONSIBLE OFFICERS (Maximum validation period is one year*)</p> <p>*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and less than one year for Camp Counselors and Summer Travelers</p> <p>(1) Exchange Visitor is in good standing at the present time</p> <p>Date (mm-dd-yyyy)</p> <p>Signature of Responsible Officer or Alternate Responsible Officer</p> <p>(2) Exchange Visitor is in good standing at the present time</p> <p>Date (mm-dd-yyyy)</p> <p>Signature of Responsible Officer or Alternate Responsible Officer</p>		
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATIONS REGARDING 1(a) OF PAGE 2					
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.					
<p>Signature of Applicant</p> <p>Sheng, L</p> <p>Date (mm-dd-yyyy)</p> <p>05/18/06</p>					



Your Status

Immigration officers at airports stamp passports and handwrite on the stamp the port of entry, date of entry, class of admission and expiration of stay (the last day the person is authorized to be in the U.S.). This is limited evidence that you are lawfully admitted to the U.S. A full record of your admission must be printed from the government's online system at www.cbp.gov/194.

To access the online record, you input the following:

- Your name (exactly as it appears on the visa stamp you used during admission)
- Your date of entry,
- Your citizenship,
- The passport number from the passport presented during admission
- Your class of admission (J-1).

If the information entered does not precisely agree with the information in the database, the record will not be found. The system frequently has problems with Russian and Hispanic names.

A printout of the electronic record is required by Fermilab for employment verification, J-1 validation and badging.


The Visa Office will assist you in accessing and printing the record during your Orientation and Validation, on your first day.



Your Electronic I-94 Record

I-94: This is the electronic record that confirms the details of your admission to the U.S. and the terms and conditions of your stay.

I-94 Admission Number Retrieval Page 1 of 1 Tuesday, June 04, 2013

 **U.S. Customs and Border Protection**
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: **12345678900**

Admit Until Date (MM/DD/YYYY): **D/S**

Details provided on Admission (I-94) form:

Family Name:	Galileo
First (Given) Name:	Galilei
Birth Date (MM/DD/YYYY):	02/15/1564
Passport Number:	A12345678
Passport Country of Issuance:	Italy
Date of Entry (MM/DD/YYYY):	06/01/2013
Class of Admission:	J1

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

This is your Admission Number. It is a tracking number that you will need to write on other government forms.

“D/S” means “Duration of Status” which means you are “legal” for as long as the DS-2019 is unexpired.

This indicates the “status” in which you are actually admitted to the U.S.



Processing by the Visa Office

- The Visa Office has a very heavy workload and we prioritize strictly in order of need, based on:
 - arrival dates, and
 - the anticipated length of visa processing at the Consulate.
- If you have concerns about either of these, please email visaoffice@fnal.gov to make sure we know!



Processing by the Visa Office

- The process to obtain the visa paperwork needed for a J-1 Research Scholar visa:
 - Is set by law,
 - Involves many departments within Fermilab, and
 - Is largely invisible to the Research Scholar.
- The fact that the Visa Office is not communicating with you at any given moment does not mean that nothing is happening.
- In almost all cases, it means we are waiting on paperwork or information from another part of Fermilab.



Data Collection by the Visa Office

- **The issuance of a J-1 visa is a legal process.**
 - The process is bureaucratic by its nature.
 - The administrative steps the Visa Office takes cannot be cut short. In other words, we cannot issue the DS-2019 before our file is complete.
 - We will, however, try to work more quickly (as best we can) in cases where program start dates are approaching.
 - We will try to be as flexible and efficient as we can, while still executing our legal obligations.
- Our highest priority is to ensure that we comply with the laws governing J-1 Research Scholar, Short-Term Scholar, and Specialist visas to ensure that the entire Lab may continue to benefit from this J-1 program designation.



Our Internal Procedure

1. **The Visa Office begins by sending you 2 messages.** The first message contains:
 - a. The URL of a webpage that you must access, and
 - b. A login and password to access our online system to answer questions and upload documents.
2. The messages are from **donotreply@ww2.welcomeclient.com**.
 - a. The first message is entitled "Welcome YOUR_NAME."
 - b. The second message is entitled "Information you Requested".

```
From: donotreply@ww2.welcomeclient.com
Sent: 15 October 2011 17:07
To: Patrice Mercola
Subject: Welcome Patrice Mercola
Dear Patrice,
```

```
Welcome to Fermilab!
```

```
We understand that you have received and accepted an offer to
participate in one of Fermilab's research programs. ...
```



Our Internal Procedure – Webpage

3. As you know, the webpage link sent to you in the first message contains the URL of the webpage that links to:
 - i. this Orientation, and
 - ii. An outline of your Responsibilities as a participant in a J-1 Program.

You must:

- **read** this Orientation, and your “J-1 Responsibilities”,
- ensure that you **understand** their contents, and then
- **email** the Visa Office to confirm your understanding,

before the Visa Office may finalize your visa paperwork.



Our Internal Procedure – Online System

4. When you log into our online visa management system, you will find see “Questionnaires” and “Required Documents”.
 - ALL questionnaires must be answered in full.
 - ALL requested documents must be uploaded to the online system.
 - The biggest cause for delays in processing by the Visa Office is due to incomplete answers. Please help us to be most efficient by answering all questionnaires in full.
 - If a document is not available to you such that it cannot be obtained or significant time will be spent obtaining it, email visaoffice@fnal.gov to explain and we will attempt to work with you on this issue. Do not waste time struggling with this issue without talking to us!



5. Once all internal procedures are complete, the Visa Office will issue the final DS-2019.
 - An electronic copy of the DS-2019 will be immediately available to you in our secure online system.
 - We will send the hard copy DS-2019 to you by courier. These generally take 2 – 3 business days to arrive.
 - You must sign the DS-2019 in **BLUE** ink when you receive it.

SRN APPROVAL NO. 440-419
EXPIRES 10-31-2011
ISSUED UNDER EUREKA TIME OF WAR
(See Page 1)

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (-I) STATUS

Family Name:	First Name:	Middle Name:	Last Name:
Date of Birth (mm/dd/yyyy) 04-11-1961	City or Village: Batavia	Country of Birth: USA	Citizenship Country Code: TU
Legal Permanent Resident Country: TU		Passport Code: 214	Position: UNIVERSITY GRADUATE STUDENTS
Primary City of Activity: Pine Street and Elm Road PO Box 500 Batavia, NY 65510-3011			
Program Sponsor: Parish Research Alliance, LLC		Exchange Visitor Program Number: P-3-11639	
Participating Program Official Description: RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; FELLOWSHIP			
Purpose of this form: Amended previous form; program date(s) amended			
A. Term Dates Period: From (mm/dd/yyyy): 04-07-2009 To (mm/dd/yyyy): 04-06-2010		B. Exchange Visitor Category: RESEARCH SCHOLAR Suggested Code: Waiting Scientist; OMI Experiment	
C. During the period covered by this form, the total estimated financial support (the U.S.S.R. is to be provided to the exchange visitor by): Current Program Sponsor Funds : \$25,145.00 Travel : \$25,145.00			
D. U.S. DEPARTMENT OF STATE: USE ONLY ON CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATIVE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (ENCLOSURE DATE): Hallissa Clayton Lang Head of Official Reporting Team 1115 19th St., N.W., Suite 400 Washington, DC 20036 <i>[Signature]</i> Director of Reporting Officer or Alternate Responsible Officer Signature of Reporting Officer or Alternate Responsible Officer			Alternate Responsible Officer: Title 630-640-3933 Telephone Number 64-07-2009 Date (mm/dd/yyyy)
E. Statement of Responsible Officer for Relinquishing Spouse's (FOR TRANSFER OF PROGRAM): Transfer of the exchange visitor from spouse program assumed by the program specified in Item B is necessary to highly prioritize and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.			
Signature of Responsible Officer or Alternate Responsible Officer			
PRELIMINARY ENDORSEMENT OF CONSULS OR IMMIGRATION OFFICES REGARDING SECTION 1(b)(2) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-461, AS AMENDED (see item D of page 1) This Exchange Visitor is shown program: <input type="checkbox"/> Not subject to the two-year maximum requirement because: A. Consistent financing under B. The Exchange Visitor Skills List under C. PL 94-461 as amended		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year) "EXCEPT: Maximum validation period up to 1 month for Short-term Children and 6 months for Camp Counselors and Summer Work Travel." (1) Exchange Visitor is in good standing at the present time. Date (mm/dd/yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time. Date (mm/dd/yyyy)	
Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm/dd/yyyy)		Signature of Responsible Officer or Alternate Responsible Officer _____	

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING ISSUANCE OF EXCHANGE VISA/FORTH CERTIFICATION. I have read and agree with the instructions on page 7 on items 2 of this document.

Your Signature

Batavia, IL

13-June-2013

DS-3019

07-2009

Page 1 of 2



Our Internal Procedure – Final Message

6. The final message from the Visa Office confirms the issuance of the DS-2019. It is long. **You must read it all.**
- It confirms the address to which the hard copies will be sent. If the address is wrong, you must tell us immediately.
 - It confirms the tracking number for the courier shipment. You are responsible to track the shipment and ensure you receive the package.
 - It tells you your SEVIS number and the Program number of your Sponsor.
 - It tells you the next step you must take to begin the visa processing. We strongly recommend you begin this process immediately, before you receive the paperwork by courier!
 - You must pay your SEVIS fee.
 - You must schedule your visa appointment.



Our Internal Procedure – Visa Application

7. **You** must immediately apply to the Consulate for your J-1 Visa, following local consular procedures.
 - **You** must check with the Consulate where you intend to apply to confirm their requirements.
 - Each Consulate has different local rules and the Visa Office cannot, *generally*, advise you.
8. Go online to http://wdrs.fnal.gov/visas/visa_apps.html to read our step-by-step guidance to applying for a US visa.



Visa Processing at the Consulate

In general,

- You must pay your SEVIS fee before you may schedule an appointment.
- You must have an unexpired passport to schedule your visa appointment.
- You must complete an electronic government form (DS-160) online for each person who is seeking a visa.
- Most Consulates have waits ranging from 1 week to 1 month for interviews.
- You must take the original DS-2019 with you to the Consulate for your visa interview. We strongly recommend you also take your cv.
- Issuance of the visa itself might take up to 1 month. *In some cases, processing might take longer.*



Where to Find Information About US Consulates

Please contact the US Embassy or Consulate where you will apply for application instructions.

Many of their web pages are listed at <http://usembassy.state.gov/>

The screenshot shows the U.S. Department of State website in a Windows Internet Explorer browser window. The page title is "U.S. Department of State - Windows Internet Explorer". The address bar shows "http://www.usembassy.gov/". The page content includes a navigation menu with links like "SECRETARY CLINTON", "MEDIA CENTER", "TRAVEL", "CAREERS", "BUSINESS", and "YOUTH & EDUCATION". Below this is a section titled "WEBSITES OF U.S. EMBASSIES, CONSULATES, AND DIPLOMATIC MISSIONS". This section is divided into three main categories: "AFRICA", "THE AMERICAS", and "EAST ASIA AND PACIFIC". Each category lists various countries and the location of the U.S. embassy or consulate, often with a link to the specific website. For example, under "AFRICA", it lists "Africa Regional Services - Paris", "Angola: Luanda | Portuguese", "Benin: Cotonou", "Botswana: Gaborone", "Burkina Faso: Ouagadougou | Français", "Burundi: Bujumbura", "Cameroon: Yaounde | Français", "Cameroon: VPP Septentrion", "Cape Verde: Praia | Portuguese", "Central African Republic: Bangui", "Chad: NDjamena | Français", "Democratic Republic of the Congo: Kinshasa | Français", "Republic of the Congo: Brazzaville", "Côte d'Ivoire: Abidjan | Français", "Republic of Djibouti: Djibouti", and "Equatorial Guinea: Malabo". Under "THE AMERICAS", it lists "Argentina: Buenos Aires | Español", "Bahamas: Nassau", "Barbados: Bridgetown", "Belize: Belmopan", "Bermuda: Hamilton", "Bolivia: La Paz | Español", "Brazil: Brasília | Português", "Brazil: Rio de Janeiro | Português", "Brazil: Recife | Português", "Brazil: São Paulo | Português", "Canada: Ottawa", "Canada: Calgary", "Canada: Halifax", "Canada: Montreal", "Canada: Quebec", "Canada: Toronto", "Canada: Vancouver", "Canada: Winnipeg", "Canada: VPP Northwest Territories", "Canada: VPP Nunavut", "Canada: VPP Southwest Ontario", and "Canada: VPP Yukon". Under "EAST ASIA AND PACIFIC", it lists "Australia: Canberra", "Australia: Melbourne", "Australia: Perth", "Australia: Sydney", "Brunei: Bandar Seri Begawan", "China: VPP Xiamen | 中文", "China: VPP Zhengzhou | 中文", "Fiji: Suva", "Fiji: VPP Tonga", "Honn Kinn and Marzan | 中文", "Mexico: Monterrey | Español", "Mexico: Nogales | Español", "Mexico: Nuevo Laredo", "Mexico: Puerto Vallarta", "Mexico: Tijuana | Español", "Mexico: VPP El Bajío | Español", "Mexico: VPP Chiapas-Tabasco | Español", "Netherlands Antilles: Curacao", "Nicaragua: Managua | Español", "Panama: Panama City | Español", "Panama: VPP Colon", "Paraguay: Asuncion | Español", "Peru: Lima | Español", "Suriname: Paramaribo", "Trinidad & Tobago: Port of Spain", "Uruguay: Montevideo", "Venezuela: Caracas | Español", "U.S. Mission to the OAS", and "U.S. Mission to the U.N.-New York".



Administrative Processing

Also known as Security Clearances

- Many non-U.S. citizens who visit Fermilab must undergo security clearances before being issued their visa stamps. This is a result of U.S. law.
- The decision to run the security clearances is based on a combination of factors, including:
 - Your credentials, education, and/or field of expertise,
 - Your nationality,
 - Your name, gender, and/or age,
 - The places you have visited in the past, and
 - A variety of other elements.
- Once the decision is made by the Consulate that security clearances are needed, there is nothing that can be done until the security clearances are complete.



Administrative Processing

Also known as Security Clearances

- The security clearances are conducted against international and U.S. criminal, immigration and other databases.
 - In some cases, security clearances are completed within a few days.
 - In other cases, the security clearances take two or more weeks – in some cases, it can take months.
 - In rare circumstances, the security investigation might generate an adverse preliminary answer, which the Consulate then generally double-checks, and which then takes more time.
- No one can speed up the time taken for security clearances, by law.
- Fermilab's Visa Office cannot do anything to affect the time taken for completion of the security clearances.
- We still, however, **MUST KNOW** if you are told that this is happening.
- If, at the conclusion of your interview, the Consular Officer indicates that your visa application will undergo administrative processing, please email visaoffice@fnal.gov.



What To Do With Your DS-2019

- Sign your original DS-2019 form(s) in **BLUE** ink.
 - The primary visa holder signs the DS-2019 for the dependants as well.
 - All DS-2019s must go with you to the Consulate when you have your visa interview.
- After you apply for your visa, the embassy or consulate will return your DS-2019 to you in a sealed envelope with your new visa in your passport.
 - DO NOT open the envelope. The immigration officer at the port of entry will open it when you arrive.
- Sometimes Consulates lose DS-2019s during visa issuance. If this happens:
 - Ask the Consulate to try to find the DS-2019.
 - If the Consulate cannot find the form, please report it to Fermilab's Visa Office as lost.
 - The Visa Office will re-issue the DS-2019 and send it to you by courier. You will need an original DS-2019 when you arrive in the U.S., to present to the immigration officer.
- Otherwise, keep your DS-2019 form with your passport at all times.



Arrival

- If you are delayed past your original program start date, YOU MUST TELL THE VISA OFFICE at visaoffice@fnal.gov. We must update the expected arrival date in SEVIS or there is a risk your program will be “invalidated”.
- When you arrive at Fermilab, YOU MUST VISIT THE VISA OFFICE and speak with either Susan or Amanda to be confirmed within SEVIS as having arrived. If we do not do this promptly upon your arrival, there is a risk that your program will be invalidated.
- When you arrive at Fermilab, YOU MUST VISIT THE VISA OFFICE IMMEDIATELY (OR IF ARRIVING AFTER NORMAL BUSINESS HOURS, AS SOON AS POSSIBLE ON THE NEXT BUSINESS DAY) and be confirmed within SEVIS as having arrived. If we do not do this promptly upon your arrival, there is a risk that your program will be invalidated.



Maintaining Status (“Staying Legal”)

- To “maintain status” means to ensure that you follow all the applicable laws and rules about your visit to the U.S. It is very important to properly maintain your J status. Failure to do so may bar you from returning to the US in the future.
- Maintenance of your visa status is your responsibility. The Fermilab Visa Office is here to assist you.
- You must:
 - Engage in the research activities listed in your Form DS-2019 (Box 4 on your Form DS-2019).
 - **Not** engage in any other activities, or at any other worksites.
 - **Not** do anything that breaks US law, or which might embarrass Fermilab, the U.S. Department of Energy, or the U.S. Department of State.
 - **Stop** engaging in your research activities on the date your program ends (Box #3 on your Form DS-2019).
 - You may remain in the US sightseeing and doing other tourist activities for 30 days after your program end date. You must depart the U.S. on or before the 30th day ends.



Extending Your Visit at Fermilab

The J-1 program is supported for the period needed to complete the agreed/intended activities, but in no case can it extend past the maximum stay for the type of J-1 program in which you are participating:

- 5 years (for Research Scholars)
- 1 year (for Specialists)
- 6 months (for Short-Term Scholars)

Extensions within the maximums listed above are possible.

If you and your experiment/host Division want to extend your stay in the U.S., your experiment or Division must request a new offer from Employment (for employment at Fermilab) or a new invitation from the Directorate (to remain as a Visitor). The Visa Office does not issue invitations or offers!

Once the Visa Office receives the new offer or invitation, we will begin processing your extended visa paperwork.



Travelling Outside the U.S.

If you plan to travel outside the U.S. during your program at Fermilab, you must contact the Fermilab Visa Office prior to such travel to determine what documentation is necessary for you to be able to re-enter (*i.e.* a new visa or revalidation of your DS-2019).

Upon your return to the U.S., you must provide the Visa Office with a copy of your new I-94 Card and visa stamp. You may scan and upload these directly to the online immigration system.



Travelling Outside the U.S.

Fermilab's Visa Office must revalidate your DS-2019 every six months, if you will be traveling abroad. Please schedule an appointment for revalidation using the online appointment scheduling system.

Go to visas.fnal.gov

Click on "Scheduling an Appointment" in the Quick Links on the left.

Select J-1 Orientation/Validation if you do NOT need a new DS-2019.

Select J-1 Validation – New DS-2019 if you DO need a new DS-2019.

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS

OMB APPROVAL NO. 1480-0109
EXPIRES 07-31-2011
ESTIMATED BURDEN TIME: 45 min
Form Page 1

1. Family Name: Malissa
First Name: Clayton
Middle Name: Lang
Gender: F
Date of Birth (mm-dd-yyyy): 04-17-1980
City of Birth: Istanbul
Country of Birth: Turkey
Citizenship Country Code: TU
Citizenship Country: Turkey
Legal Permanent Resident Country Code: Legal Permanent Resident Country: Turkey
Passport Code: 214
Position: UNIVERSITY GRADUATE STUDENTS
Primary Site of Activity: Pine Street and Kirk Road
PO Box: 509
Bartonia, IL 60510-5011
Exchange Visitor Program Number: P-3-11459

2. Program Sponsor: Fermilab Research Alliance, LLC
Participating Program Official Description: RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST
Exchange Visitor Program Number: P-3-11459

Purpose of this form: Amend previous form; program data(s) amended

3. Program Period:
From (mm-dd-yyyy): 04-07-2009
To (mm-dd-yyyy): 04-06-2010
Exchange Visitor Category: RESEARCH SCHOLAR
Subject/Field Code: 40-0804
Subject/Field Code Remarks: Visiting Scientist, OMS Experiment

4. During the period of this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:
Current Program Sponsor/Institution: \$20,180.00
Total: \$20,180.00

5. U.S. DEPARTMENT OF STATE: DOES USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).
Malissa Clayton Lang
Name of Official Preparing Form: 1210 14th St., N.W., Suite 400
Washington, DC 20036
Signature of Responsible Officer or Alternate Responsible Officer: [Signature]
Title: Alternate Responsible Officer
Phone Number: 630-840-3933
Date (mm-dd-yyyy): 04-07-2009

6. Statement of Responsible Officer for Relinquishing Sponsor (FOR TRANSFER OF PROGRAM)
Effective date (mm-dd-yyyy): [Blank]
Transfer of this exchange visitor from program number [Blank] to the program specified in item 3 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1962, as amended.

Signature of Responsible Officer or Alternate Responsible Officer: [Signature]
Date (mm-dd-yyyy): [Blank]

7. PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 115(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1 of page 2).
The Exchange Visitor in the above program:
1. ☐ Not subject to two-year residence requirement.
2. ☐ Subject to two-year residence requirement based on:
A. ☐ Government financing; and/or
B. ☐ The Exchange Visitor Skills List; and/or
C. ☐ PL 94-484 as amended.
ALL LEAD PARTICIPANTS (LEADS) AND ALL ALLEN PARTICIPANTS (ALLEN) PROVIDED BY A LEADS AND ALLEN TO THE TWO-YEAR RESIDENCE REQUIREMENT.

Signature of Responsible Officer or Alternate Responsible Officer: [Signature]
Date (mm-dd-yyyy): [Blank]

8. VALIDATION BY RESPONSIBLE OFFICER
Minimum validation period is up to 4 months for Short-Term and 6 months for Long-Term and Summer Work-Term.
Exchange Visitor is in good standing at the present time.
Signature of Responsible Officer or Alternate Responsible Officer: [Signature]
Date (mm-dd-yyyy): [Blank]

Signature of Consular or Immigration Officer: [Signature]
Date (mm-dd-yyyy): [Blank]

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING SECTION 115(a).
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the information on page 2 of this document.
Signature of Applicant: [Signature]
Date (mm-dd-yyyy): 04-07-2009
Page 1 of 2



Visiting Fermilab Again

- Many of Fermilab's Scientists, Scholars and other HEP Professionals have such valuable experiences here, they welcome the opportunity to visit Fermilab again.
- J-1 visas are intended to provide opportunities to visit the United States, gain a better understanding of US culture and the advancements in your field of expertise, and **then return to your home country to share your positive U.S. experiences with your colleagues and friends.**
- As a result, the law limits the ability of J-1 "exchange visitors" to visit the U.S. again.
- There are two main ways the law limits the ability of J visa holders to visit the U.S. again.
 - The Return Residence Requirement, and
 - Repeat Participation Rules.

Whether either or both of these rules apply to you depends on your circumstances.

In addition, the eligibility rules for a class of J-1 visa might also have restrictions relating to past visits to the U.S. in J-1 status.



Return Residence Requirement

- Called many names:
 - Return Residence
 - Home Residence
 - 212(e) (after the section of law where this limit is found).
 - Requires that the Exchange Visitor:
 - Return to either (i) the country of nationality or, (b) the country of last residence,
 - For an aggregate of 2 years. (Short visits to the U.S. during the 2-years are acceptable, but the time spent in the U.S. does not count toward the 2-year total.)
 - Arises only once the J-1 program is “closed” in SEVIS. A program is closed manually by a Responsible Officer in certain situations, or when the activities end and the individual departs the U.S. It closes automatically when the “end” date on the DS-2019 is reached.
 - Prohibits the Exchange Visitor from changing to certain other temporary visa statuses (H-1B, K, L-1) or seeking permanent residence (a greencard).
- Final Prohibit returning with another J-1 visa.**



Return Residence Requirement

- The Return Residence Requirement applies to those J-1 visitors:
 - Who received **funding** to participate in the J-1 program from the U.S. government or the government of their country of nationality or last residence.
 - Fermilab is not “government funded for purposes of facilitating the international exchange.” We receive operational funding from the Department of Energy, but have full discretion as to who such funding is to be allocated.
 - Fullbright scholarships constitute government funding for purposes of facilitating the international exchange. If you receive a Fullbright Scholarship, you will be subject to the Return Residence Rule.
 - Whose skills or specialized knowledge have been designated (by the U.S. government on a “**Skills List**”) as being needed by the country of nationality or last residence.
 - Go to http://travel.state.gov/visa/temp/types/types_4514.html to see the most recent Skills List.
 - Click on your country of most recent residence, and then look for your field of studies.
 - If it is listed, you probably will be subject to the Return Residence Rule.



Return Residence Requirement

- The Consulate will mark whether you are subject to 212(e) on the Form DS-2019 (lower left corner) or on the visa stamp.





Return Residence Requirement

- **The Return Residence Requirement of INA § 212(e) represents the underlying philosophy of the entire J visa program.**
 - J visas were not created by U.S. legislation to facilitate your research.
 - J visas were created to facilitate international exchanges of knowledge, skills and techniques. In this case, the exchange is between the U.S. and your home country, and you are the means by which the exchange occurs.
- When you accept sponsorship with a J visa, this means you accept your role in this “exchange”.
 - This means that you accept J sponsorship, and IF the 212(e) requirement is imposed against you, you will accept and comply with that requirement.
- Pursuing a waiver of 212(e) can suggest that you never really intended to comply with 212(e).
 - The sooner you express an interest in seeking a waiver of 212(e), the stronger the impression is that you were not honest about your intentions when you accepted the J visa sponsorship.
 - Being dishonest, or failing to be completely honest, during an application for a visa or while seeking admission, is called “misrepresentation” or “fraud”. The penalty for “visa fraud” can be severe, and can include permanent “inadmissibility” to the U.S.
- Fermilab will not cooperate with waiver requests made within the first year of J sponsorship.
 - During the waiver process, the Department of State inquires with sponsors as to whether they object to the grant of the waiver. Fermilab’s policy is to indicate that we DO object to waivers within the first year of sponsorship here.



Return Residence Requirement

- Fermilab does understand that plans sometimes change, and that long-range plans especially are hard to fix.
 - Fermilab has no fixed policy with respect to waivers sought after one year of J sponsorship.
- Fermilab also understands that Consulates frequently make mistakes, or inconsistent determinations, about whether a person is subject to 212(e).
 - The Department of State has an Advisory Opinion process that clarifies whether a person really is subject to 212(e).
 - Fermilab's Visa Office will assist with the Advisory Opinion process.



Repeat Participation

- Regulations limit return visits to the U.S. as J-1 “Research Scholars”. A Research Scholar who “ends” a J-1 Research Scholar program:
 - Cannot participate in another **J-1 Research Scholar program for 2 years** (calculated from the program end date as listed in SEVIS).
 - **May enter the U.S. in another visa status**
 - H-1B (if not subject to the Return Residence Requirement)
 - B-1 or Visa Waiver
 - Other options, depending on circumstances.
 - May spend the 2 years **anywhere** outside the U.S.
 - It does not need to be in the individual’s home country or country of last residence.



Repeat Participation

- The Repeat Participation rule is triggered by “ending” a J-1 program.
 - “Ending” a program means having it “closed” in SEVIS.
 - J-1 Regulations permit individuals to maintain active J-1 programs even while intermittently visiting non-US institutions.
 - Thus, if you have to return to your home institution for a period of time (such as to defend your thesis) but plan to return to Fermilab to continue your research, you likely are eligible to extend your J-1 program, and **need not close it.**
- Individuals who previously visited the U.S. with **any J-1 visa** (such as a J-1 Intern visa) might need to wait 12 months before being eligible for a J-1 Research Scholar visa.
- If you have questions or concerns about this, email visaoffice@fnal.gov or schedule an appointment!

Go to visas.fnal.gov

Click on “Schedule an Appointment” in the Quick Links to the right.
Select “General Visa Sponsorship Meeting” from the choices of services.



Repeat Participation

- There are no restrictions placed on repeat participation in the Short-term Scholar or Specialist programs. However, these programs are not intended, and cannot be used as substitutes, for indefinite or long-term roles at Fermilab.
- If you previously held a J-1 Research Scholar visa, you **CANNOT** use a J-1 Short-Term Scholar visa to visit the U.S. for the same research activities as before.
- It is YOUR responsibility to tell your Fermilab contact and the Visa Office about
 - Your future plans
 - Any possibility that your trip to Fermilab will be extended past the currently anticipated period, or
 - Any possibility that you might return to Fermilab after you end this currently anticipated tripso that the Visa Office can ensure that the visa for which you are sponsored best meets Fermilab's needs and your future plans.



Your First Day at Fermilab

Guest Scientists, Guest Engineers and other employees start their first day of work at Fermilab in New Employee Orientation. New Employee Orientation takes place most Mondays at 8:30 AM in the Wilson Hall 1North Conference Room. Contact your recruiter or the Employment Office to confirm the date of your Orientation. You will visit the Visa Office during New Employee Orientation.

Visiting Scientists and Visiting Engineers (and others who are not directly employed by FRA) **must report to the Visa Office (WH1West) on their first day at the Lab at a scheduled time, for “Validation”**, before registering in the User’s Office. Both the Visa Office and User’s Office are side-by-side in International Services.

Go to visas.fnal.gov

Click on “Schedule an Appointment” in the Quick Links to the right.

Select “J-1 Validation / Orientation” from the choices of services.

You will not be issued a Fermilab Visitor ID Badge, nor be allowed to commence your research activities, until you have documented your medical insurance (see “Medical Insurance,” *on the previous slide.*)



Medical Insurance

The U.S. Department of State requires all J-1 Exchange Visitors to have medical insurance coverage for every day you are in the United States in J-1 status. The medical insurance must be maintained throughout your Exchange Visitor Program.

Depending on whether you are an employee or a user (visitor), you will need different documentation to satisfy this requirement.

For more information visit:

<http://exchanges.state.gov/jexchanges/sponsors/how-to-administer-a-program/administration.html#insurance>



Medical Insurance for Covered Employees

- Most (but not all) Fermilab employees are provided medical insurance benefits.
 - **Check your offer letter. It will state whether medical benefits are provided.**
 - If medical benefits are being provided and you are changing to employee, then you will select your medical insurance plan on your first day as an employee (during New Hire Orientation). You will have 30 days in which to make your selection and finalize the necessary paperwork.
 - If you are continuing as an employee, then you already have medical insurance.
 - If you are provided medical insurance through Fermilab, then that insurance satisfies the DOS requirements for J-1 status holders.
- If you are an employee but your offer does not include medical benefits through Fermilab, see the next slide.



Medical Insurance for Users and Non-Insured Employees

- If you are a User, or an Employee who is not provided with health insurance, you generally must purchase private medical insurance to cover you for incidents occurring during your stay at Fermilab.
 - The regulations require medical insurance only for the time you are **in** the U.S.
 - You must present documentation relating to the medical insurance when you arrive in the U.S.
 - Either an English language Declaration of Insurance or Certificate of Insurance from a U.S. insurance company that includes your name and dates of coverage
- OR**
- An attestation of medical insurance, signed by you and a representative of your non-U.S. insurance company.
- The Visa Office **strongly recommends** you review the Health Insurance Overview that the Visa Office developed in collaboration with Fermilab's Benefits Office, ***before*** you purchase your medical insurance for your stay in the U.S.:

[http://wdrs.fnal.gov/visas/Medical Insurance Overview.html](http://wdrs.fnal.gov/visas/Medical_Insurance_Overview.html)



Medical Insurance

Regulatory Requirements for Health Insurance

As mentioned, the U.S. Department of State requires all J-1 Exchange Visitors to have medical insurance coverage for every day you are in the United States in J-1 status. Regulations set the minimum values and types of coverage:

- Medical benefits of at least \$50,000 per person
- Deductible of less than \$500 per accident/illness
- At least \$7,500 for repatriation of remains (provided by Fermilab)
- Medical evacuation expenses of at least \$10,000 (provided by Fermilab)

In addition, the insurance company must either be backed by the full faith and credit of the Research Scholar's home country, or hold one of the following ratings:

- A.M. Best rating of "A-" or above.
- Standard & Poor's Claims-paying Ability rating of "A-" or above.
- Weiss Research, Inc. rating of "B+" or above.
- INS. Solvency Intl., Ltd. rating of "A-I" or above.

Continued Satisfaction of the Regulatory Requirements

The medical insurance must be maintained throughout your Exchange Visitor Program.

The medical insurance, and the insurance company, must continue to meet the DOS regulatory requirements, as listed above, throughout your Exchange Visitor Program. If we learn that your insurance company rating has been downgraded, you will have 30 days in which to obtain new insurance, which satisfies the regulatory requirements listed above, and provide us with the appropriate documentation of this insurance, as listed on the previous slide.

For more information visit: <http://exchanges.state.gov/jexchanges/sponsors/how-to-administer-a-program/administration.html#insurance>



Medical Insurance

Many private companies sell temporary medical insurance that satisfy the J Visa insurance requirements. *Fermilab does not recommend any insurance company.* You must decide on the best insurance plan based on your finances, needs and the nature and duration of your visit to the U.S.

The Visa Office **strongly recommends** you review the Health Insurance Overview that the Visa Office developed in collaboration with Fermilab's Benefits Office, *before* you purchase your medical insurance for your stay in the U.S.:

http://wdrs.fnal.gov/visas/Medical_Insurance_Overview.html

In some cases, your medical coverage from your home country might satisfy the regulatory requirements. In this case, your home country insurer must complete a Medical Insurance Attestation in English. The Visa Office will review your coverage and advise you if it is acceptable.



U.S. insurance companies sell medical insurance to non-US citizen visitors in the U.S. There are two types of such medical insurance:

- (1) temporary insurance, which is also called travel insurance, and
- (2) “full coverage” insurance, which is more comparable to that received by Fermilab employees.

Temporary Insurance Plans

- Low cost
- Intended for shorter coverage periods
- Not intended for maintaining wellness – intended only to treat serious illness or injury
- No dental or vision coverage
- Excludes coverage for “pre-existing conditions” – any illness or injury that occurs before arrival in the U.S., or that is *related* to an injury or illness that occurred before arrival here
- If the dates of your visit might change, check the company’s policy for renewals or extensions of insurance before you buy!

“Full Coverage” Insurance Plans

- Higher cost, but broader coverage
- Offers wellness care as well as emergency treatment
- Optional dental or vision riders in some cases
- Fewer “excluded” pre-existing conditions.
- Generally, a better option if you have
 - “pre-existing medical conditions”, complex dental, or complex vision needs
 - Will need “wellness” check-ups during your visit, or
 - Have accompany family members who meet either of the situations listed above.



Temporary Insurance Plans

- Gateway USA (www.gatewayplans.com)

The Gateway USA temporary medical insurance is for individuals traveling inbound to the U.S. for business purposes, for a minimum of 15 days to a maximum of 36 months.

- The New York International Group, Inc.
(<http://www.nyig.com/products/inttravel/>).

The Patriot America International Travel Medical Insurance is temporary U.S. medical insurance available to all nationalities (except U.S. citizens) traveling outside their country of citizenship, for a minimum of 10 days up to a maximum of 12 months.

- Seven Corners Inc.
(<http://www.sevencorners.com/insuranceplans/visitormedical/>).

The Visitors Medical Insurance is temporary medical insurance coverage available to foreign nationals visiting the U.S. for business, pleasure, to study, or to immigrate, for a minimum of 5 days to a maximum of 6 months. Please note that only Plans B or C is acceptable under Department of State regulations – not Plan A.

“Full Coverage” Insurance Plans

- HCC Medical Insurance Services [<http://www.hccmis.com/>]

Offers “CitizenSecure” worldwide medical insurance that includes coverage in the U.S. Requires use of “network” medical service providers. An optional Dental rider is available. View the terms of coverage at <http://www.hccmis.com/citizen-secure-insurance-coverage-us/>. Rated A- by A.M. Best. Not truly “full” coverage, but comes much close than the temporary plans. Cost is comparable to that paid by Fermilab employees - ~\$300+ per month for a married couple with 1 child.

- BlueCross BlueShield of Illinois

BCBS offers several plans that satisfy J legal regulations in their “BlueValue”

[<http://www.bcbsil.com/coverage/individual/bluevalue.html?WT.svl=link>] series, each with \$250 deductible. BCBS offers a comparison [<http://www.bcbsil.com/coverage/individual/bluevalue2.html>] of the different Blue Value plans to help decide which one best suits your circumstances. Rated A+ by A.M. Best. Truly “full” coverage. Cost is ~\$600+ per month for a married couple with 1 child. Only plans with \$250 deductibles are acceptable under J-1 regulations (BlueValue Advantage and BlueChoice Value).



Visiting Other Facilities in the U.S.

- Research Scholars often visit other institutions in the U.S. during their visits to Fermilab.
 - To attend conferences or meetings,
 - To give talks or presentations.
 - Many other reasons....
- Sometimes, the institutions you visit will want to reimburse your travel expenses.
- Regulations for J-1 Research Scholars limit the circumstances where expenses can be reimbursed.
 - These institutions will NOT release the reimbursement to you, until they are issued a letter from Fermilab's Visa Office authorizing the payment.



Visiting Other Facilities in the U.S.

- For the Visa Office to issue the authorization letter to you, we need:
 - A letter from the institution you will be visiting that states :
 - What you will be doing
 - How long you will take to do it,
 - The field or subject matter of the activity,
 - A specific description of the proposed activity, and
 - The amount of compensation, wages, honorarium, or travel expense reimbursement (in U.S. dollars), and the manner and timing of payment.
 - A letter from your Department Head, Experiment spokesperson or supervisor, which:
 - Recommends the activity, and
 - Explains how the activity would benefit your research or other activities at Fermilab.
- Once we receive these two items, we will issue the authorization letter to you. We will email you to say it is ready, and you must come to our office to pick it up.
 - It usually takes 24 hours for us to issue the letter.
 - You MUST request it before your visit – not after!!!!



Cultural Exchange

One of the guiding purposes of the DOS' J-1 Programs is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges.

International educational and cultural exchanges are one of the most effective means of developing lasting and meaningful relationships. Fermilab's J-1 Programs provide valuable opportunities to experience the U.S. and our way of life, while, at the same time, enabling our visitors to better understand U.S. scientific endeavors, culture and diversity.

We therefore encourage you to explore not only the exciting world of high energy physics while at Fermilab, but also to explore the U.S.'s unique and equally exciting history, culture and diversity.

Located in Batavia, IL, Fermilab is an hour from Chicago, IL, with a diverse array of restaurants, museums, history, entertainment and sporting activities. Fermilab's own Arts & Lecture Series hosts a wide range of lectures, music and other events throughout the year. Clubs and groups at Fermilab offer classes in Argentine dancing, Scottish barn dancing, model airplane flying, volleyball, golf, and many other activities.



International Services

The International Services Office, comprising both the Visa Office and Users Office, is here to assist you throughout your program. We will:

- Process your J-1 paperwork for the Consulate and provide guidance on the admissions process. *Contact visaoffice@fnal.gov.*
- Process your Employee ID Badge or Visitor ID Badge. *Contact ChengHwei Liu in the International Services Office.*
- Provide guidance on settling into Life at the Lab. *Contact visaoffice@fnal.gov.*
- Provide guidance and assistance with establishing U.S. bank accounts, applying for a U.S. Social Security account/number, leasing a residence (if not living in Fermilab housing), renting or buying a car or bicycle, and many other “real-life” activities. *Contact visaoffice@fnal.gov.*
- We are available for discussions if you have ideas, comments or concerns about any aspect of your daily life at Fermilab. *Contact visaoffice@fnal.gov.*



Other Offices at Fermilab

Many other offices and departments help arriving exchange visitors:

- Guidance about internship program terms and conditions, supervisors, housing, transportation, and other program logistics. *Contact your supervisor or, if you are coming to Fermilab as a participant in one of our many formal Internship Programs, contact Carol Angarola in the Education Office at canga@fnal.gov.*
- Guidance on the U.S. healthcare system and provide general advice on the paperwork process required by your medical insurance provider. *Contact Ann Marie Matthei in the Benefits Office.*
- Guidance on Direct Deposit Banking, Fermilab timecards, U.S. taxation and tax filing requirements, Fermilab paychecks (for individuals receiving wages) and per diem payments (for individuals receiving per diems). *Contact Meghan Czamanske at czamansk@fnal.gov.*
- Guidance about start dates, exit interviews, and appointment end dates. *Contact Jason Johnson at jasonj@fnal.gov.*
- For more information about Who Does What at Fermilab, see

<http://wdrs.fnal.gov/who-does-what-in-hr.html>



Helpful Information

Questions?

Email Fermilab's International Services/Visa Office at visaoffice@fnal.gov

Or call us directly:

Amanda Thompson (Petersen) (Manager) at 630-840-4203

Samantha Poeppelman (Administrator) at 630-840-3933

Kappatolia Sherman (Users Office) at 630-840-3811

Barbara J. Book (Users Office) at 630-840-3111

Chenghwei Liu (Admin Assistant) at 630-840-2856

For clarification of, guidance regarding, and improvements to the Exchange Visitor Program, please email the U.S. Department of State at jvisas@state.gov, or consult their website at: <http://travel.state.gov/>.



Helpful Information

- Fermilab's Visa Office has an extensive website with information that will assist you at all stages of your visit to Fermilab. Please go to <http://wdrs.fnal.gov/visas/j1.html>.

We look forward to your visit!